



**Agile Training
Service Definitions
for
Crown Commercial Service
G-Cloud 15**

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Supporting the Scottish agile
community since 2012





Your partner in agile...

- **Since 2010, we've been supporting organisations of all sizes with digital transformation and their agile journeys**
- **We are based in Scotland and are a long-term supporter of the Scottish agile community**
- **We are highly conscious every organisation is different. Our approach is centred around co-developing your approach to agile**
- **Our team, Clan Calba, includes experts across agile coaching, delivery management, product ownership, UI/UX, architecture, software development, and DevOps.**
- **Our services include:**
 - **Agile Coaching – we make sure agile works for you**
 - **Agile Training – introductory, practitioner and certified training and workshops, online or in-person.**
 - **Agile Delivery – our experienced agile and digital specialists working with your teams to deliver value early**
- **We provide a flexible and practical approach to delivering our services.**

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Agile Training

We have developed a range of agile training sessions which we deliver privately tailored to your needs:

INTRODUCTION	AGILE PRACTICAL (1-DAY)			AGILE OVERVIEW (HALF-DAY)		
PRACTITIONER LEVEL	SCRUM MASTER TRAINING (1-DAY)			PRODUCT OWNER TRAINING (1-DAY)		
	USER STORY WORKSHOP (1-DAY)			BITE-SIZE SESSIONS (2-3 HOURS)		
				XP WORKSHOP/ TDD CODE RETREAT (1-DAY)		

We also offer **certified training** from Scrum.org, ICAgile, Scrum Alliance, SAFe, APMG, Lean Kanban University (LKU) and ProKanban.org.



Introduction Level

Agile Overview (up to 4 hours)

The session will be led by a highly experienced Agile Coach who will provide a short and practical overview of agile. The main topics will be tailored depending on duration and focus, a typical agenda includes:

- What is agile?
- Agile frameworks
 - Scrum
 - Kanban
- Agile Planning
- Agile Transformations & Scaling

Number of Participants: Up to 20

Agile Practical (1-Day)

An interactive training session that provides participants with a solid introduction to agile or a refresh, and how organisations use it in practice.

The trainer will be a highly experienced agile coach who will guide participants through several hands-on exercises, mixed with explanations of core agile techniques, and how they are used in practice.

Topics include: agile principles, agile frameworks, scrum, kanban, agile planning, user stories, estimation, definition of ready/done, acceptance criteria, product demos/review and retrospectives.

The session culminates in an extended activity where, as a Scrum team, participants will plan, estimate and conduct a number of sprints to build a product for their Product Owner.

Number of Participants: Up to 10

Practitioner Level

Scrum Master Training (1-day)

Building on the topics covered from the Agile Practical training, this session extends and focuses on the key skills required for Scrum Masters.

The session is led by a highly experienced Agile Coach with practical experience of the Scrum Master role. The agenda is:

- Scrum Framework
- Planning
- Definition of Done
- The Scrum Master
- Retrospectives
- Knowledge Test

Number of Participants: Up to 10

Product Owner Training (1-day)

This is a highly interactive session led by an experienced agile coach who will explain the core concepts of product ownership mixed with real-life experiences, practical exercises and discussions relevant to the participants' workplace.

Participants will achieve a good understanding of Product Ownership at both strategic and team (Scrum) levels. The normal agenda, which can be tailored, includes:

- Kick-Off
- Agile/Scrum Refresh
- The Ideal PO
- Product Visioning & Business Strategy
- Building a backlog – including personas & story mapping
- Value & Prioritisation
- Roadmap & Release Planning
- Managing the Backlog – including story splitting
- Knowledge Test

Number of Participants: Up to 15

Agile Team Facilitation (ATF) Training (2-3 days)

This training is intended for Scrum Masters, Agile Coaches, Product Owners, Analysts and anyone with the desire to explore the power of facilitation.

Participants will develop an appreciation for the art of facilitation as key to fostering collaboration and enabling self-organizing teams. In addition, participants will create and improve their facilitator toolkits and gain practical experience enabling them to facilitate specific agile practices towards successful team outcomes.

Throughout the training there is a strong focus on the mindset and role of an agile team facilitator, whilst also providing practical facilitation tools and techniques for effectively designing group sessions that engage all attendees and drive towards agreed outcomes.

- The Agile Team Facilitator Mindset
- Facilitation and the Facilitator Stance
- Setting the Facilitation Context
- Facilitation Techniques
 - Meetings
 - Collaboration
 - Chartering
 - Scrum Ceremonies
 - Agile Practices
- Designing for Team Interaction
- Development Path for Agile Coaching

The training can be run over 2 or 3 days.

Number of Participants: Up to 20

NOTE: The course is currently undergoing accreditation with ICAgile for ICP-ATF (ICAgile Certified Professional for Agile Team Facilitation) which is part of the ICAgile Agile Coaching track.

User Story Workshop (1-day)

The trainer will explain the fundamentals of user stories and how to approach story writing, including identifying users/personas, context setting, story mapping and building the backlog. Techniques to write effective user stories will also be covered, e.g., INVEST, and also defining acceptance criteria and story splitting.

Prior to the workshop, the participants will be encouraged to bring real user stories and/or existing backlogs to the workshop. During the workshop the trainer will work with the participants to review and improve their stories and backlogs. How the stories relate to roadmaps and release plans may also be incorporated.

Number of Participants: Up to 10

Agile Planning Workshop (1+ days)

Using a real business opportunity/challenge from your organisation, an experienced agile coach will lead the participants through the process of setting the project vision, defining a visual context (e.g., user journey), populating an initial product backlog with epics and stories, story mapping, identifying minimum marketable features (MMFs) and/or minimum viable product (MVP), defining a project roadmap and release plan, and establishing the team structure.

Overall, by the end of the workshop, it is intended there is a shared vision and sufficient planning and a backlog to commence development, either sprints using Scrum or Kanban.

For this to be successful, it is essential key stakeholders for the business opportunity participate or are adequately represented at the workshop. Prior to the workshop, the agile coach will work with you to plan details for the workshop and define outcomes.

The workshop duration and required planning will be dependent on the size/complexity of the business opportunity and other factors. Normally 3-5 days, at a minimum 1 day.

Number of Participants: Normally less than 15

Test Driven Development (TDD) Code Retreat (1-day)

The TDD code retreat workshop is a day long intensive practice of the fundamentals of software development and design with a focus on Test Driven Development (TDD).

By providing developers the opportunity to take part in focused practice, away from the normal pressures of day-to-day work, the code retreat format has proven itself to be a highly effective means of skill improvement.

By practicing the basic principles of modular and object-oriented design, developers can improve their ability to write code that minimizes the cost of change over time.

The code retreat workshop will involve the participants pairing and conducting a coding exercise for approximately 45 minutes, sometimes preceded by a short demonstration of a particular coding practice.

- After the 45 minutes, the pairings will change, the code deleted, and the exercise is repeated. As the day progresses, designs are iterated and improved upon. Towards the end of the day, there will be a short summary of the day's activities and learnings.

Number of Participants: Up to 10

Other Practitioner Training

- XP Workshop
- Behaviour Driven Development
- Continuous Integration & Delivery

Certified Training

Below is some of the certified training we offer. Please contact us if a required course is not listed.

Scrum.org

- Applying Professional Scrum (APS)
- Professional Scrum Master (PSM)
- Professional Scrum Product Owner (PSPO)
- Applying Professional Scrum for Software Development (APS-SD)
- Professional Agile Leadership Essentials (PAL-E)
- Professional Scrum With Kanban (PSK)
- Professional Scrum Master – Advanced (PSM-A)
- Professional Scrum Product Owner – Advanced (PSPO-A)
- Professional Scrum with User Experience (PSU)

Scrum Alliance

- Certified Scrum Master (CSM)
- Certified Scrum Product Owner (CSPO)

ICAgile

- Agile Team Facilitation (ICP-ATF)
- Agile Coaching (ICP-ACC)

SAFe

- Leading SAFe (SA)
- SAFe for Teams (SP)
- SAFe for Government (SGP)
- SAFe Scrum Master (SSM)
- SAFe Advanced Scrum Master (SASM)
- SAFe Product Owner (POPM)

APMG

- Agile Project Management (AgilePM Foundation & Practitioner)

Lean Kanban University (LKU)

- Team Kanban Practitioner (TKP)
- Kanban System Design (KMP1)
- Kanban Management Professional (KMP2)

ProKanban.org

- The Professional Kanban level I (PK I)
- The Professional Kanban level II (PK II)
- The Professional Flow Metrics for Scrum (PFMS)

Training Room Requirements

In-person

To conduct the above training sessions, unless requested for Calba to host at our offices in Edinburgh Park, the client will provide a training room and any required catering. The training room should be of an adequate size to accommodate all participants and trainers with ample extra room to allow participants to work on various practical tasks. Often regular meeting rooms are not appropriate for our style of interactive, hands-on training, and it's best to discuss the training room requirements with Calba before finalising any room bookings.

The trainer(s) will require access to the training room approximately one hour prior to the start and at least 30 minutes afterwards for set-up and break down.

In general, the training room needs to have:

- large screen or a projector, with HDMI connection
- at least one flipchart stand with A1-size paper
- ideally one large whiteboard or a flat wall space that magic-chart can be used on

Some courses may have specific requirements.

Calba will provide all other training and writing materials.

Please contact us for any questions on the above requirements.

Online Training

Calba will provide via Zoom and using Miro/MURAL with all training materials available via a shared folder. If a client wishes to use their own platform or tools, please contact us.